

The regular meeting of the Municipal Civil Service Commission convened on Monday, November 24, 2003, at 12:30 p.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson present.

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RE: *Review and approval of the minutes from the October 27, 2003, Regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeals:*

- a) *Brenda Newhart vs. Columbus Public Schools, Appeal No. 03-BA-0016. Bus Driver – Discharge – hearing scheduled for January 12, 2004.*

Brenda Newhart – Bus Driver with the Columbus Public Schools. Ms. Newhart was discharged as a result of random drug testing. The witnesses relate to chain of custody issues. In addition, one of the appellant's witnesses is a physician who is expected to testify that she was taking twelve prescription medicines, any one of which could cause a false/positive. Each attorney estimates two hours, for a total of four hours.

- b) *Quentin Little vs. Columbus Public Schools, Appeal No. 03-BA-0017. Bus Driver – Discharge – hearing scheduled for February 9, 2004.*

Quentin Little – Bus Driver with the Columbus Public Schools. Mr. Little was discharged as a result of random drug testing. The witnesses relate to chain of custody issues. Columbus Public Schools anticipates two hours for their case and the appellant anticipates one hour, for a total of three hours.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing scheduled for November 3, 2003:*

Terry Hopewell vs. Columbus Public Schools - Appeal No. 03-BA-0006.

The Commissioners adopted the recommendation of the Trial Board that Mr. Hopewell's appeal be dismissed because he did not appear for his hearing on November 3, 2003.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on November 10, 2003:*

Anthony Williams vs. Columbus Public Schools - Appeal No. 03-BA-0012.

The Commissioners adopted the recommendation of the Trial Board that Mr. William's appeal be dismissed because he did not appear for his hearing on November 10, 2003.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Data Processing Analyst II (Class Code 237).*

PRESENT: Sue Messina, Columbus Public Schools

Sue Messina appeared before the Commissioners to request approval of revisions to the classification Data Processing Analyst II in order to accurately reflect changes in duties and technology with respect to Data Processing.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Network Analyst (Class Code 232).*

PRESENT: Sue Messina, Columbus Public Schools

Sue Messina appeared before the Commissioners to request approval of revisions to the classification Network Analyst in order to accurately reflect changes in duties and technology with respect to Data Processing.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Desktop Support Technician (Class Code 0552).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Technical Support Analyst (Class Code 0553).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Network Engineer, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Network Administrator, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Network Analyst, designate the examination type as competitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Network Technician, designate the examination type as competitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Senior Systems Administrator, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Systems Administrator, designate the examination type as noncompetitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Officer (Class Code 3064).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Fire Protection Plans Reviewer, assign the probationary period of 365 days, designate the examination type as competitive and amend Rule XI accordingly.*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented this request as a result of a position audit. During the audit, it was determined that there was no classification that adequately described the duties that were needed in the Division of Fire to review plans and specifications for conformance with fire codes (these duties were currently being performed by an Engineering Associate III). After a discussion with the department and a review of all available classifications it was recommended that a specification be created for Fire Protection Plans Reviewer.

The definition was written to describe the responsibility of this position to review plans and specifications for conformance with fire protection codes and standards. The examples of work were written to identify the duties of this position such as reviewing plans and coordinating with contractors and other City departments. The minimum requirements included possession of a bachelor's degree in engineering, fire protection design or a related field. Experience in specific areas may be substituted for two years of the education requirement on a year-for-year basis. The knowledge, skills and abilities include reviewing plans and coordinating with contractors and other City departments. It was recommended that the examination type be designated competitive and that the probationary period be 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Pretreatment Program Manager (Class Code 1932).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Pretreatment Program Manager as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last updated in October of 1998. There is currently one incumbent assigned to the Department of Public Utilities, Division of Sewerage and Drainage.

The current definition accurately defines the classification so there were no proposed revisions to it. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Pretreatment Program Manager. It was recommended that the minimum qualifications be revised to add possession of a bachelor's degree in chemical engineering and to require five instead of three years experience. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service commission staff to revise the specification for the classification Public Health Quality Assurance Coordinator (Class Code 1747).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Public Health Quality Assurance Coordinator as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last updated in November of 1998. There is currently one incumbent assigned to the Department of Health.

No revisions to the definition, examples of work or minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Sewerage and Drainage Division Administrator (Class Code 0165).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Sewerage and Drainage Division Administrator pursuant to a request from the Department of Public Utilities to update the minimum qualifications for the classification. This specification was last reviewed in February of 1999 and there is currently one position assigned to the Division of Sewerage and Drainage.

No revisions to the definition or the examples of work were recommended. It was recommended that this classification no longer require a Professional Engineer (P.E.) certification after a review of all the aspects of the Division's operations. It was determined that there was a greater need for the Division Administrator to have strong business management knowledge and skills. This revision

would then match these minimum qualifications to those of the Electricity Division Administrator, which were revised in July of 2000. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks assigned to this position. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Division Administrator (Class Code 0146).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Division Administrator pursuant to a request from the Department of Public Utilities to update the minimum qualifications for the classification. This specification was last reviewed in February of 1999 and there is currently one incumbent assigned to the Division of Water.

No revisions to the definition or the examples of work were recommended. It was recommended that this classification no longer require a Professional Engineer (P.E.) certification after a review of all the aspects of the Division's operations. It was determined that there was a greater need for the Division Administrator to have strong business management knowledge and skills. This revision would then match these minimum qualifications to those of the Electricity Division Administrator, which were revised in July of 2000. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks assigned to this position. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were conducted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Deleon Dunbar regarding the failure of the Columbus Public Schools to conduct a job audit on his position of Quality Controller I as agreed in Step II of the grievance process – Appeal No. 03-BA-0022.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Dunbar's appeal for lack of jurisdiction. Mr. Dunbar's appeal related to his concern that he is working outside the scope of his classification. The decision to conduct personnel audits is the responsibility of the Columbus Public Schools. The Commission determined it does not have jurisdiction over the subject matter of the appeal or any grievances related to it.

Review of the appeal of Cheri L. Hunkerford regarding the failure of the Columbus Public Schools to conduct a job audit on her position of Quality Controller I as agreed in Step II of the grievance process – Appeal No. 03-BA-0023.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Ms. Hunkerford’s appeal for lack of jurisdiction. Ms. Hunkerford’s appeal related to her concern that she is working outside the scope of her classification. The decision to conduct personnel audits is the responsibility of the Columbus Public Schools. The Commission determined it does not have jurisdiction over the subject matter of the appeal or any grievances related to it.

Review of the appeal of Scott Kays regarding his layoff from the position of Golf Assistant Professional with the Department of Recreation and Parks – Appeal No. 03-CA-0017.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to deny Mr. Kays’ appeal regarding his layoff. Although there is no right to appeal the decision of an appointing authority to effect a layoff, the Commission does have jurisdiction with respect to whether the Commission rules were appropriately followed in identifying which employees are to be laid off after receipt of notification by an appointing authority that a layoff is to take effect. The Commission determined that the layoff notice properly identified Mr. Kays’ name to be certified for layoff and subsequently denied his appeal.

Background Administrative Reviews Conducted by Theresa L. Carter		
<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>BAR #</u>
James E. Amick	Firefighter	03-BR-054
Danny Dupler	Police Officer	03-BR-055
Cari L. Early	Police Officer	03-BR-056

After reviewing the files of Danny Dupler and Cari L. Early, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing James Amick’s file, the Commissioners decided his name would be reinstated to the firefighter eligible list.

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RE: *Pre-Hearing Conference on the merits of the appeal of Barbara Horton-Alomar from the action of the Department of Public Safety, Division of Police, discharging her from the position of Police Sergeant – Appeal No. 03-CA-0016.*

Barbara Gates McGrath started this pre-hearing conference and after hearing preliminary matters, the Commissioners decided to reschedule this conference at a later date after the issues surrounding the criminal charges are resolved.

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The meeting was adjourned at 1:20 p.m.

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